

CONFIDENTIAL
OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS

TO : Chief, General Services
FROM : Chief, Records Management & Distribution Branch
SUBJECT: **Weekly** Report of Operations for the period ending
30 July 1953

A. Personnel

	On Duty	Vacancies	In Process
Office of Chief		0	1
Rcds. Mgt. Section		1	9
Rcds. Center Section		1	0
Mail Control Section		- 1	23
		1	48

25X1

1. No. on leave three days or more:

Records Mgt. Section- 2
Mail Control Section- 5
Records Center Sec.- 0

2. No. on special detail out of office 1. How long?

Records Mgt. Section- 0
Records Center Section- 0
Mail Control Section- 1

3. Where: **One man in Transportation Division as full time courier.**

4. No. pending resignation, transfer and/or reassignment:

Records Management Section- 0
Records Center - 0
Mail Control - 14

5. Specific cases on item 4 not in previous reports. -

6. New applicants interviewed -. Recruited by Personnel -.
Recruited by this office -.

B. Administration and Problems:

Records Management Section - The installation of the standard filing system in the Machine Records Branch has been completed.

The filing system is now being installed in the files of the Space, Maintenance and Facilities Division, and approximately one week will be required to complete installation.

The Office of Training has called our attention to the issuance of a Correspondence regulation in the GS series. A copy of this regulation has been requested to assure its conformance to regulations and handbooks to be issued by this office.

Individual discussions were held with the Area Records Officers in the following offices and the status of the respective Records Management Programs are as follows:

25X1 (1) Office of Communications - No active participation at this time. [] of that office has prepared a staff study in which we understand he recommends that a full program be undertaken. No decision has yet been made.

(2) Office of Training - Colonel Baird has indicated his concurrence with what appears to be full compliance with a vital materials program such as we would like to see established. A memorandum on this subject, to all divisions, has been prepared but has not yet been issued. The appointment of an Area Records Officer has not yet been made.

(3) Personnel Office - It has been agreed that the older files of separated employees will be forwarded to the Records Center. Five cabinets of folders have already been forwarded and it is expected that approximately twenty more (total of 150 boxes) will be forwarded in the next 30 to 60 days.

25X1 (4) Office of Comptroller - [] the Area Records Officer, is currently working on another assignment. She has been requested by [] to delay any further action on the schedule prepared by this office for divisions other than Finance, until she can personally contact and obtain the concurrences of the respective responsible officials.

25X1
25X1 Inventorying the records of the Finance Division has been started but is presently at a standstill while she is working on another assignment. [] has asked that the inventory be delayed because of moves now in progress and until [] can work with our analyst. He also asked that she alone inventory the records of the Certification and Liaison Branch.

Eleven boxes of cables from field stations were inventoried and sent to the Records Center.

25X1

(5) **Inspection and Security** - All available training material has been given to [] newly appointed Area Records Officer. [] plans to review the material but not actively undertake the program until his replacement is on duty sometime in the latter part of August.

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(6) **DD/P** - [] has informed us that they are progressing on an inventory of all files in that area.

Records Center Section - The renovation work is complete with the exception of electrical work and installation of glass-faced boxes for storing emergency sets of keys. It is expected that the work will be completed Monday, 3 August.

25X1

[] of I & S inspected the building and pronounced it satisfactory. It will be possible to store records in either area, despite the presence of the Medical Supply Unit.

Once the PBS people are out of the building, it will be possible to swab the place down and lay out the pallets. It is hoped that we can start moving by next Thursday or Friday.

Clearance for access to records in the Archives was obtained for one person in OCD.

The loan period on certain records borrowed from the Archives was extended 30 days at the request of the borrower in ORR.

Mail Control Section - Special Courier Trips: Two trips were made to DCI and DDI homes; one trip was made to Los Angeles, California (returned 7/24/53).

The Mail Control Section assumed the responsibility of transporting the classified trash from the Reproduction Plant to the I & S vault, between wings 3 and 4 of "I" Building.

The current overtime requirements for the Mail Control Section are as follows:

	<u>Evenings - Mon. thru Fri.</u>	<u>Saturdays</u>	<u>Sundays</u>
Mail & Courier	47½	108	11
OCD Couriers	15	21	
Total	62½	129	11

Further reduction may be possible following a review of the questionnaires to be submitted by all registries. A schedule of overtime requirements is attached.

Approved

ending 30 July 1953

	<u>This Week</u>	<u>Average Week Last Fiscal Year</u>
1. Microfilming		
Images Filmed - Rotary Camera		18,697
Flat-bed Camera	2,178	9,735
2. Records Center - (all figures in cubic feet)		
Records received for processing and storage	19	-
Reference to records material	211	178
Records material destroyed	0	-
3. Supplemental Distribution Center		
a. New material for stock:		
Information Reports	819	624
Intelligence Reports	32	143
b. Supplemental Distributions:		
Information Reports	273	306
Intelligence Reports	81	191
Notices	18	32
Regulations	21	144
Other	0	9
c. Initial Distributions:		
Notices	0	3
Regulations	3	1.7
Other	0	.5
4. Mail Activities		
a. Post Office Mail		
Incoming	6,449	5,064
Outgoing	7,573	6,537
b. Postage expended	\$856.60	\$800.12
c. Scheduled courier trips	236	240
d. Special courier trips	62	55.3
e. Inter-agency mail by courier		
Incoming	1,275	956
Outgoing	936	1,313
f. Personnel actions:		
Recruitments	1	-
Separations	1	-
g. Use of Motor Pool Vehicles		
Available	5	-
Available but delayed	0	-
Not available	1	-

OVERTIME WORK

30 July 1953

MAIL CONTROL SECTION

SATURDAY :

COURIERS

HOURS

Pentagon and Staff Duty	(1) T.S.	8 or more
TS - Cable Run	(1) T.S.	8
T.S. Specials and pouch	(1) T.S.	8
Shuttle 'A'	(1) Secret	8
" 'A'	(1) Secret	4
Shuttle 'B'	(1) Secret	4
" 'B'	(1) Secret	4
Post Office Driver	(1) Secret	8
Cable Driver	(1) Secret	8

MESSENGERS

25X1

<input type="text"/>	(1)	4
North and Central	(1)	4
South	(1)	4
Quarters I	(1)	4

Mail UNIT

Mail Duties and P.O. Run	(1)	8
Mail Duties	(1)	4
Mail Duties (<input type="text"/>)	(1)	4

SUPERVISORS

Supervisor	(1)	8
Dispatcher	(1)	8

TOTALS

18

108

OVERTIME WORK

30 July 1953

MAIL CONTROL SECTION

~~WEEK~~ - DAY (Monday thru Friday)

Supervisor	1	5:00PM - 6:00PM
Staff Duty Courier	3	5:00PM - 8:00PM
Early Cable Courier	2 $\frac{1}{2}$	6:00AM - 8:30AM
* T.S. Courier (Specials)	1	5:00PM - 6:00PM
** Reproduction	1	5:00PM - 6:00PM
*** Newspaper Delivery	1 $\frac{1}{2}$	8:00AM - 8:30AM
**** Pickup of Congressional Record	$\frac{1}{2}$	8:00AM - 8:30AM
***** OCI - (three (3) assigned Couriers)	3	7:30AM - 8:30AM

TOTAL 12 $\frac{1}{2}$ hours per day

- * - Performs late delivery of ONE, OIC and OCI material; delivers all mail addressed to the Administration Building and GPO basement of south; delivers all mail addressed to the Signal Center in 'L' Building; sorts all mail picked up on the last courier runs ; packs briefcases and mail bags for courier delivery the next morning.
- ** - Picks up FBID material from [] and delivers it to Pentagon, New State, State Annex#1, Quarters I and Que Building. 25X1
- *** - Delivers the morning newspapers to the Directors Office, Central Building and South Building. These papers must be delivered before 8:30 each morning.
- **** - The Congressional Record is picked up by courier each morning before 8:30 AM from the Main Post Office and hand carried to Mr. Pforzheimers office in south building.
- ***** - Requirements submitted by the Chief of the OCI Registry .

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OVERTIME WORK

30 July 1953

MAIL CONTROL SECTION

SUNDAY:

HOURS

T.S. Cable Courier
Mail Clerk

(1)
(1)

7:30 AM - 3:00PM
8:30 AM - 12:30PM

7
4

TOTAL

11

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30 JULY 1953

(Couriers detailed to OCI)

SATURDAY:

HOURS .

Inside Courier	(1)	0730 - 1300	5
Inside Courier	(1)	0730 - 1500	7
Inside Courier	(1)	0730 - 1730	9
			<hr/>
TOTAL			21

WEEK - DAY :

Shown on Mail Control week - day schedule.